

## Section J.9

### Contract Data Requirements List

<b><u>Data Item No.</u></b>	<b><u>Title</u></b>
<b>A0001</b>	<b>Management Plan</b>
<b>A0002</b>	<b>Software Development Plan</b>
<b>A0003</b>	<b>Quality Control Plan</b>
<b>A0004</b>	<b>Configuration Management Plan</b>
<b>A0005</b>	<b>System Test Plan for New Releases</b>
<b>A0006</b>	<b>Transition Plan</b>
<b>A0007</b>	<b>Continuity of Services Plan</b>
<b>A0008</b>	<b>Continuity of Operations Plan</b>
<b>A0009</b>	<b>Monthly Status Report</b>
<b>A00010</b>	<b>Asset Protection Plan</b>
<b>A00011</b>	<b>Software Quality Assurance (SQA) Plan</b>

<b>CONTRACT DATA REQUIREMENTS LIST</b> <b>(1 Data Item)</b>						Form Approved OMB No. 0704-0188		
Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA. 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Issuing Contracting Officer for Contract/PR No. listed in Block E.								
A. CONTRACT LINE ITEM NO.		B. EXHIBIT		C. CATEGORY: TDP    TM    OTHER				
D. SYSTEM/ITEM			E. CONTRACT/PR NO.		F. CONTRACTOR			
1. DATA ITEM NO. A0001		2. TITLE OF DATA ITEM <b>MANAGEMENT PLAN</b>			3. SUBTITLE			
4. AUTHORITY (Data Acquisition Document No.)			5. CONTRACT REFERENCE		6. REQUIRING OFFICE			
7. DD 250 REQ		9. DIST STATEMENT REQUIRED		10. FREQUENCY <b>One time upon award and updated as requested</b>		12. DATE OF FIRST SUBMISSION <b>Due with submission of technical proposal</b>		
8. APP CODE		11. AS OF DATE		13. DATE OF SUBSEQUENT SUBMISSION As requested.		14. DISTRIBUTION <b>One hard copy and one electronic copy Delivered to the COR.</b>		
						b. COPIES		
						a. ADDRESSEE		
						Draft		
						Final		
						Reg		
						Repro		
<b>15. REMARKS:</b> THE CONTRACTOR SHALL SUBMIT THE MANAGEMENT PLAN WITH THE TECHNICAL PROPOSAL IN ACCORDANCE WITH THE REQUIREMENTS SET FORT IN SECTIONS C-1.7 AND L.5, SECTION IV, MANAGEMENT PLAN.  REFERENCE SECTIONS C-1.7 AND L.5, SECTION IV, MANAGEMENT PLAN.  <b>CONTENT:</b> THE MANAGEMENT PLAN SHALL IDENTIFY THE OPERATIONAL RELATIONSHIP THAT WILL EXIST BETWEEN THE PERFORMING ENTITY AND DFAS AND DEFINE OPERATIONS METHODOLOGY IN PERFORMING THE CONTRACT.  THE CONTRACTOR SHALL INCLUDE AN OPERATIONS PLAN THAT DESCRIBES HOW THE CONTRACTOR SHALL FULFILL THE REQUIREMENTS OF THE PERFORMANCE WORK STATEMENT TASKINGS ON AN ON-GOING BASIS.  THE CONTRACTOR SHALL INCLUDE A STAFFING PLAN, WHICH DESCRIBES: <ul style="list-style-type: none"> <li>• THE ORGANIZATIONAL STRUCTURE INCLUDING THE ORGANIZATIONAL CHAIN OF COMMAND;</li> <li>• THE DELEGATION OF AUTHORITY AND A PLAN FOR SUBCONTRACTOR MANAGEMENT AS IT RELATES TO THE EXECUTION OF WORK REQUIRED IN THE PWS;</li> <li>• QUALIFICATIONS OF THE PERSONNEL ASSIGNED THROUGHOUT THE CONTRACTUAL PERIOD;</li> <li>• THE PROJECT TEAM AND HOW THE PROJECT TEAM WILL INTERFACE WITH BOTH THE CONTRACTOR'S CORPORATE STRUCTURE AND WITH THE DEPARTMENT OF DEFENSE'S COMMAND STRUCTURE;</li> <li>• THE STAFFING OF NON-KEY PERSONNEL IN THE CONTRACT AND TO WHAT EXTENT THE CONTRACTOR PROPOSES TO STAFF THE NON-KEY PORTION (BY LABOR CATEGORY) WITH CURRENT EMPLOYEES OR WITH THOSE FOR WHOM THE CONTRACTOR HAS BINDING CONTINGENCY HIRING AGREEMENTS;</li> <li>• THE PROCESSES AND PRACTICES THAT THE CONTRACTOR WILL IMPLEMENT TO IMPROVE AND STRENGTHEN THE SERVICE INFRASTRUCTURE;</li> <li>• THE INITIAL AND ONGOING COMMITMENT TO A SIGNIFICANT LEVEL AND ONGOING EXECUTIVE SPONSORSHIP FOR THIS PROJECT;</li> <li>• THE COMMITMENT OF THE CONTRACTOR FOR CONTINUOUS IMPROVEMENT IN THE QUALITY OF THE SERVICES, INCLUDING BENCHMARKING, INCENTIVES, QUALITY ASSURANCE PROGRAMS, BEST PRACTICES, CUSTOMER SATISFACTION AND REENGINEERING EXPERTISE.</li> </ul> THE CONTRACTOR SHALL INCLUDE A SECURITY PLAN, WHICH DESCRIBES SECURITY COUNTERMEASURES THAT SATISFY ALL SECURITY DIRECTIVES AND GUIDANCE. IN ADDITION, THE CONTRACTOR SHALL MAINTAIN APPROPRIATE SECURITY, CERTIFICATION, AND ACCREDITATION THROUGHOUT THE CONTRACT.  <b>FORMAT:</b> CONTRACTOR MAY PROPOSE FORMAT  <b>DUE DATE:</b> THE MANAGEMENT PLAN IS DUE WITH SUBMISSION OF THE TECHNICAL PROPOSAL.								
15. TOTAL								
G. PREPARED BY			H. DATE		I. APPROVED BY		J. DATE	

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A. CONTRACT LINE ITEM NO.		B. EXHIBIT		C. CATEGORY: TDP    TM    OTHER			
D. SYSTEM/ITEM			E. CONTRACT/PR NO.		F. CONTRACTOR		
3. DATA ITEM NO.  A0002		4. TITLE OF DATA ITEM  SOFTWARE DEVELOPMENT PLAN			3. SUBTITLE		
4. AUTHORITY (Data Acquisition Document No.)			5. CONTRACT REFERENCE		6. REQUIRING OFFICE		
7. DD 250 REQ		9. DIST STATEMENT REQUIRED		10. FREQUENCY 15 DAYS AFTER AWARD AND WITH EACH SOFTWARE RELEASE		12. DATE OF FIRST SUBMISSION 15 DAYS AFTER CONTRACT AWARD DATE.	
8. APP CODE		11. AS OF DATE		13. DATE OF SUBSEQUENT SUBMISSION  WITH EACH SOFTWARE RELEASE		16. DISTRIBUTION One hard copy and one electronic copy delivered to the COR.	
15. REMARKS:						a. ADDRESSEE	
THE CONTRACTOR SHALL DELIVER A DRAFT PLAN 15 DAYS AFTER AWARD AND THE GOVERNMENT WILL REVIEW THE DRAFT AND RETURN COMMENTS TO THE CONTRACTOR 7 DAYS AFTER RECEIPT OF THE DRAFT. THE CONTRACTOR SHALL INCORPORATE THE CHANGES AND RETURN A FINAL REPORT 4 DAYS AFTER RECEIPT OF THE GOVERNMENT'S COMMENTS. THE DELIVERABLE IS DUE BEFORE THE END OF NORMAL BUSINESS OPERATING HOURS FOR THE GOVERNMENT.  REFERENCE SECTION C-6.3.3, SOFTWARE DEVELOPMENT PLAN.  <b>CONTENT:</b> THE SOFTWARE DEVELOPMENT PLAN SHALL REFLECT THE SOFTWARE: <ul style="list-style-type: none"> <li>SIZE</li> <li>RESOURCES</li> <li>COST ESTIMATE</li> <li>PERFORMANCE RISKS</li> <li>CHANGES NEEDED</li> <li>THE SCHEDULE TO IMPLEMENT SOFTWARE RELEASES</li> </ul> IN ADDITION, THE CONTRACTOR SHALL: <ul style="list-style-type: none"> <li>TRACK THE ACCOMPLISHMENTS AND PROGRESS OF THE SOFTWARE DEVELOPMENT</li> <li>COMPARE THE RESULTS WITH THE SOFTWARE DEVELOPMENT PLAN</li> <li>DELIVER A STATUS REPORT TO THE CONTRACTING OFFICER</li> </ul> <b>FORMAT:</b> CONTRACTOR MAY PROPOSE FORMAT  <b>DUE DATE:</b> THE SOFTWARE DEVELOPMENT PLAN IS DUE 15 DAYS AFTER CONTRACT AWARD.						b. COPIES <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">Draft</div> <div style="text-align: center;">Final</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="text-align: center;">Reg</div> <div style="text-align: center;">Repro</div> </div>	
15. TOTAL							
G. PREPARED BY			H. DATE		I. APPROVED BY		J. DATE

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D. SYSTEM/ITEM			E. CONTRACT/PR NO.		F. CONTRACTOR				
5. DATA ITEM NO. A0003		6. TITLE OF DATA ITEM Quality Control Plan			3. SUBTITLE				
4. AUTHORITY (Data Acquisition Document No.)			5. CONTRACT REFERENCE		6. REQUIRING OFFICE				
7. DD 250 REQ		9. DIST STATEMENT REQUIRED		10. FREQUENCY One time upon award and maintained after award.		12. DATE OF FIRST SUBMISSION 15 days after contract award			
8. APP CODE		11. AS OF DATE		13. DATE OF SUBSEQUENT SUBMISSION		17. DISTRIBUTION One hard copy and one electronic copy delivered to the COR.			
<b>18. REMARKS:</b> THE CONTRACTOR SHALL DELIVER A DRAFT PLAN 15 DAYS AFTER AWARD AND THE GOVERNMENT WILL REVIEW THE DRAFT AND RETURN COMMENTS TO THE CONTRACTOR 7 DAYS AFTER RECEIPT OF THE DRAFT. THE CONTRACTOR SHALL INCORPORATE THE CHANGES AND RETURN A FINAL REPORT 4 DAYS AFTER RECEIPT OF THE GOVERNMENT'S COMMENTS. THE DELIVERABLE IS DUE BEFORE THE END OF NORMAL BUSINESS OPERATING HOURS FOR THE GOVERNMENT.  REFERENCE SECTION C-1.7.1, QUALITY CONTROL PLAN.  <b>CONTENT:</b> THE QUALITY CONTROL PLAN SHALL ADDRESS METHODS FOR MEETING PERFORMANCE STANDARDS AND COMPLYING WITH APPLICABLE REGULATIONS. THE BASIC TENET OF THE PLAN IS THAT THE PERFORMING ENTITY IS RESPONSIBLE FOR ASSURING QUALITY AND CUSTOMER SATISFACTION. THE CONTRACTOR'S QUALITY CONTROL PLAN SHALL DEMONSTRATE MANAGEMENT COMMITTED TO PROCESS IMPROVEMENTS, COMMUNICATION AND COMMITMENT OF RESOURCES, WHILE COMPLYING WITH THE CONTRACT REQUIREMENTS AND STANDARDS. THE CONTRACTOR SHALL DEMONSTRATE HOW ITS QUALITY CONTROL MEASURES WILL ACHIEVE BENEFITS, SUCH AS, DECREASED PERFORMANCE TIME, REDUCTION IN NONCONFORMING SERVICES, CONTINUOUS QUALITY IMPROVEMENT AND INCREASED CUSTOMER SATISFACTION. THE CONTRACTOR IS ENCOURAGED TO IDENTIFY ANY NATIONAL QUALITY AWARDS AND/OR QUALITY PROGRAM CERTIFICATIONS THAT HAVE BEEN RECEIVED, HOWEVER, THEY MAY NOT BE USED AS A SUBSTITUTE FOR AFFIRMATELY ADDRESSING THE REQUIREMENTS OF THIS PROVISION. THE QUALITY CONTROL PLAN SHALL ADDRESS THE FOLLOWING: 1. ROLES AND RESPONSIBILITIES OF THE VARIOUS RESOURCES NEEDED TO PERFORM QUALITY CONTROL. 2. RESOURCES NECESSARY TO PERFORM QUALITY CONTROL AND CUSTOMER SATISFACTION AND HOW THE RESOURCES ARE INTEGRATED INTO DAILY OPERATIONS 3. APPROACH TO SECURE AND SAFEGUARD GFE 4. APPROACH FOR INCREASING CUSTOMER SATISFACTION INCLUDING: • SYSTEM FOR COMMUNICATING AND OBTAINING CUSTOMER FEEDBACK • SYSTEM FOR TRACKING THE PROGRESS OF AND RESOLVING CUSTOMER COMPLAINTS • METHOD FOR MEASURING CUSTOMER SATISFACTION • ESTABLISHMENT OF A REPORTING SYSTEM AND THE MAINTENANCE OF ALL NECESSARY RECORDS 5. APPROACH TO ENSURE THAT ALL REQUIREMENTS SET FORTH IN THE PWS ARE COMPLETED IN AN ACCURATE AND TIMELY FASHION. THIS APPROACH SHALL INCLUDE: • INSPECTION SYSTEM/TECHNIQUE WHICH INCLUDES METHOD OF IDENTIFYING AND CORRECTING DEFICIENCIES FOR EACH PERFORMANCE AREA • A SYSTEM FOR CONTINUOUS QUALITY IMPROVEMENTS • A MONITORING MECHANISM FOR MEASURING PROCESS IMPROVEMENTS AND COMPLIANCE WITH PERFORMANCE STANDARDS • ESTABLISHMENT OF A REPORTING SYSTEM AND THE MAINTENANCE OF ALL NECESSARY RECORDS.  <b>FORMAT:</b> CONTRACTOR MAY PROPOSE FORMAT.  <b>DUE DATE:</b> 15 DAYS AFTER CONTRACT AWARD.						a. ADDRESSEE		b. COPIES	
Draft		Final							
Reg		Repro							
15. TOTAL									
G. PREPARED BY			H. DATE		I. APPROVED BY		J. DATE		

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A. CONTRACT LINE ITEM NO.		B. EXHIBIT		C. CATEGORY: TDP      TM      OTHER			
D. SYSTEM/ITEM			E. CONTRACT/PR NO.		F. CONTRACTOR		
7. DATA ITEM NO. A0004		8. TITLE OF DATA ITEM <b>CONFIGURATION MANAGEMENT PLAN</b>			3. SUBTITLE		
4. AUTHORITY (Data Acquisition Document No.)			5. CONTRACT REFERENCE		6. REQUIRING OFFICE		
7. DD 250 REQ		9. DIST STATEMENT REQUIRED	10. FREQUENCY <b>ONE TIME UPON AWARD AND MAINTAINED AFTER AWARD.</b>	12. DATE OF FIRST SUBMISSION <b>10 DAYS AFTER CONTRACT AWARD DATE.</b>		19. DISTRIBUTION <b>One hard copy and one electronic copy delivered to the COR.</b>	
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION		a. ADDRESSEE		b. COPIES
							Draft
							Final
							Reg      Repro
<b>15. REMARKS:</b>  THE CONTRACTOR SHALL DELIVER A DRAFT PLAN 10 DAYS AFTER AWARD AND THE GOVERNMENT WILL REVIEW THE DRAFT AND RETURN COMMENTS TO THE CONTRACTOR 10 DAYS AFTER RECEIPT OF THE DRAFT. THE CONTRACTOR SHALL INCORPORATE THE CHANGES AND RETURN A FINAL REPORT 5 DAYS AFTER RECEIPT OF THE GOVERNMENT'S COMMENTS. THE DELIVERABLE IS DUE BEFORE THE END OF NORMAL BUSINESS OPERATING HOURS FOR THE GOVERNMENT.  REFERENCE SECTION C-6.3.5, CONFIGURATION MANAGEMENT.  <b>CONTENT:</b> THE CONTRACTOR SHALL DEVELOP A CONFIGURATION MANAGEMENT PLAN THAT INCLUDES THE DOCUMENTATION, VERSION CONTROL, TRACEABILITY, AND A REVIEW PROCESS OF THE CHANGES AND MODIFICATIONS TO THE SYSTEM CONFIGURATION PRIOR TO IMPLEMENTATION. THE CONTRACTOR SHALL MAINTAIN THE CONFIGURATION MANAGEMENT PLAN, AND UPDATE AND MAINTAIN THE BASELINE FUNCTIONAL REQUIREMENTS. THE CONTRACTOR SHALL ALSO IDENTIFY AND RECOMMEND CHANGES TO IMPROVE SYSTEM EFFICIENCIES.  <b>FORMAT:</b> CONTRACTOR MAY PROPOSE FORMAT  <b>DUE DATE:</b> THE CONFIGURATION MANAGEMENT PLAN IS DUE 10 DAYS AFTER CONTRACT AWARD.							
						15. TOTAL	
G. PREPARED BY			H. DATE		I. APPROVED BY		J. DATE

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D. SYSTEM/ITEM			E. CONTRACT/PR NO.		F. CONTRACTOR				
9. DATA ITEM NO. A0005		10. TITLE OF DATA ITEM <b>SYSTEM TEST PLAN FOR NEW RELEASE</b>			3. SUBTITLE				
4. AUTHORITY (Data Acquisition Document No.)			5. CONTRACT REFERENCE		6. REQUIRING OFFICE				
7. DD 250 REQ		9. DIST STATEMENT REQUIRED	10. FREQUENCY <b>ONE TIME UPON AWARD AND MAINTAINED AFTER AWARD.</b>	12. DATE OF FIRST SUBMISSION <b>10 DAYS AFTER CONTRACT AWARD DATE.</b>	20. DISTRIBUTION <b>One hard copy and one electronic copy delivered to the COR.</b>				
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION	a. ADDRESSEE				b. COPIES	
								Draft      Final Reg      Repro	
<b>15. REMARKS:</b>  THE CONTRACTOR SHALL DELIVER A DRAFT PLAN 10 DAYS AFTER AWARD AND THE GOVERNMENT WILL REVIEW THE DRAFT AND RETURN COMMENTS TO THE CONTRACTOR 10 DAYS AFTER RECEIPT OF THE DRAFT. THE CONTRACTOR SHALL INCORPORATE THE CHANGES AND RETURN A FINAL REPORT 5 DAYS AFTER RECEIPT OF THE GOVERNMENT'S COMMENTS. THE DELIVERABLE IS DUE BEFORE THE END OF NORMAL BUSINESS OPERATING HOURS FOR THE GOVERNMENT.  REFERENCE SECTION C-6.3.6, SYSTEM TEST FOR NEW RELEASES.  <b>CONTENT:</b> THE CONTRACTOR SHALL DEVELOP A TEST AND MASTER EVALUATION PLAN THAT DESCRIBES THE GOALS AND OBJECTIVES OF TESTING AND THE RESOURCES TO SUCCESSFULLY CONDUCT THE TESTING. THE CONTRACTOR SHALL DOCUMENT AND MAINTAIN TEST PROCEDURES AND EXPECTED RESULTS OF THE TEST IN A SYSTEM TEST PLAN. PRIOR TO PROGRAMMING THE CONTRACTOR WILL OBTAIN CERTIFICATION FROM THE GOVERNMENT THAT THE SYSTEM CHANGES COMPLY WITH GOVERNMENT RULES AND REGULATIONS IN THE COMPUTATION AND DISTRIBUTION OF PAY. THE CONTRACTOR SHALL DISTRIBUTE NOTIFICATION OF A RELEASE TO ALL AFFECTED AREAS, PROVIDE SCHEDULES OF SYSTEM JOBS TO ALL USERS WHEN INPUTTING TRANSACTION AND MAJOR SYSTEM UPDATES WILL BE PROCESSED. THE CONTRACTOR SHALL PROVIDE THE IMPLEMENTATION GUIDANCE FOR EACH RELEASE AND, WHEN NECESSARY, CONDUCT TRAINING TO MAINTAIN PROFICIENT USE OF THE SYSTEM.  <b>FORMAT:</b> CONTRACTOR MAY PROPOSE FORMAT  <b>DUE DATE:</b> THE SYSTEM TEST PLAN FOR NEW RELEASE IS DUE 10 DAYS AFTER CONTRACT AWARD.					<b>15. TOTAL</b>				
G. PREPARED BY			H. DATE		I. APPROVED BY		J. DATE		

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D. SYSTEM/ITEM			E. CONTRACT/PR NO.		F. CONTRACTOR						
11. DATA ITEM NO.  A0006		12. TITLE OF DATA ITEM  Transition Plan (TP)			3. SUBTITLE						
4. AUTHORITY (Data Acquisition Document No.)			5. CONTRACT REFERENCE		6. REQUIRING OFFICE						
7. DD 250 REQ		9. DIST STATEMENT REQUIRED		10. FREQUENCY ONE TIME AND UPDATE AS REQUESTED OR NEEDED.		12. DATE OF FIRST SUBMISSION DUE AT POST-(CONTRACT) AWARD MEETING					
8. APP CODE		11. AS OF DATE		13. DATE OF SUBSEQUENT SUBMISSION		21. DISTRIBUTION  One hard copy and one electronic copy Delivered to the COR.					
22. REMARKS:  THE CONTRACTOR SHALL SUBMIT AN INITIAL TRANSITION PLAN WITH THE TECHNICAL PROPOSAL. REFERENCE SECTION C-1.7.2.1, TRANSITION PLAN AND SECTION L.5.  <b>CONTENT:</b> THE CONTRACTOR SHALL PROVIDE A TRANSITION PLAN THAT DESCRIBES THE START-UP AND TRANSITION OF SERVICES IN THE PWS AND THE PHASE-OUT OF SERVICES AT CONTRACT COMPLETION. THE CONTRACTOR SHALL ADDRESS THE PROCEDURES AND SCHEDULE FOR THE TRANSITION OF EXISTING WORKLOAD, RECORDS, FILES, AND DATA. THE CONTRACTOR SHALL COMPLETE THE TRANSITION WITHOUT A DECLINE OR DISRUPTION TO ON-GOING OPERATIONS. THE TRANSITION PLAN SUBMITTED SHALL BE AN UPDATE OF THE TRANSITION PLAN PROPOSED IN THE TECHNICAL PROPOSAL. THE TRANSITION PLAN SHALL NOT MATERIALLY DIFFER FROM THE TRANSITION PLAN PROPOSED IN THE TECHNICAL PROPOSAL.  <b>DATA TRANSFER:</b> THE CONTRACTOR SHALL DEVELOP A METHODOLOGY TO TRANSFER DATA FROM THE GOVERNMENT'S OPERATING SYSTEM TO THE CONTRACTOR'S SYSTEM; INTERFACE WITH THE CURRENT CONTRACTORS AND THE GOVERNMENT; DESCRIBE CONTRACTOR TELECOMMUNICATIONS CONNECTIVITY TO USERS; PROTECT SECURITY OF INFORMATION; ESTABLISH AN INTRANET FOR USERS; AND PROVIDE AN ESTIMATED TIME PERIOD TO TRANSITION OPERATIONS.  <b>KEY PERSONNEL:</b> THE CONTRACTOR SHALL IDENTIFY KEY PERSONS PARTICIPATING IN THE TRANSITION. THE TRANSITION PLAN SHALL INCLUDE THE GOVERNMENT EMPLOYEES HIRED BY THE CONTRACTORS AND THE SALARIES AND BENEFITS TO BE OFFERED. THE TRANSITION PLAN SHALL ALSO ADDRESS THE EXTENT TO WHICH EMPLOYMENT OPPORTUNITIES WILL BE OFFERED TO EMPLOYEES WHO REMAIN IN GOVERNMENT EMPLOYMENT DURING THE TRANSITION.  <b>FORMAT:</b> CONTRACTOR MAY PROPOSE FORMAT  <b>DUE DATE:</b> THE TRANSITION PLAN IS DUE WITH SUBMISSION OF TECHNICAL PROPOSAL AND 15 DAYS AFTER CONTRACT AWARD.						a. ADDRESSEE		b. COPIES			
						Draft		Final			
								Reg		Repro	
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D. SYSTEM/ITEM			E. CONTRACT/PR NO.		F. CONTRACTOR				
13. DATA ITEM NO.  A0007		14. TITLE OF DATA ITEM  Continuity of Services Plan (COSP)			3. SUBTITLE				
4. AUTHORITY (Data Acquisition Document No.)			5. CONTRACT REFERENCE		6. REQUIRING OFFICE				
7. DD 250 REQ		9. DIST STATEMENT REQUIRED		10. FREQUENCY ONE TIME AND UPDATE AS REQUESTED OR NEEDED.		12. DATE OF FIRST SUBMISSION DUE NO LATER THAN 6 MONTHS BEFORE CONTRACT EXPIRATION			
8. APP CODE		11. AS OF DATE		13. DATE OF SUBSEQUENT SUBMISSION		23. DISTRIBUTION  One hard copy and one electronic copy delivered to the COR.			
<b>24. REMARKS:</b>  THE CONTRACTOR SHALL SUBMIT A DRAFT PLAN WITH SUBMISSION OF THE TECHNICAL PROPOSAL AND DELIVER A DRAFT PLAN 6 MONTHS PRIOR TO CONTRACT EXPIRATION. THIS PLAN SHALL BE SUBMITTED AND COORDINATED IN ACCORDANCE WITH THE CONTRACT REFERENCE PROVISION AND INPUT FROM THE CONTRACTING OFFICER. THE DELIVERABLE IS DUE BEFORE THE END OF NORMAL BUSINESS OPERATING HOURS FOR THE GOVERNMENT.  REFERENCE SECTION 1.7.2.2, CONTINUITY OF SERVICES PLAN AND SECTION L.5.  <b>CONTENT:</b> THIS PLAN WILL INITIATE THE PHASE-OUT PERIOD. A SUCCESSOR (EITHER THE GOVERNMENT OR ANOTHER CONTRACTOR) WILL REQUIRE PHASE-IN FAMILIARIZATION TO CONTINUE SATISFACTORY PERFORMANCE OF THE PWS SERVICES. THE PLAN WILL DESCRIBE HOW DURING THE PHASE-OUT PERIOD, THE CONTRACTOR SHALL MAKE AVAILABLE THE HIGHEST-LEVEL EXPERTISE TO ENSURE A SEAMLESS TRANSITION BETWEEN THE INCUMBENT AND SUCCESSOR CONTRACTOR. CONTINUITY OF SERVICES MUST BE MAINTAINED WITHOUT INTERRUPTION. IF THE CONTRACTOR PROVIDING THE SERVICES FOR THIS CONTRACT IS THE SUCCEESOR FOR FOLLOW-ON WORK THEN THE CURRENT CONTRACTOR WILL STILL BE OBLIGATED TO PROVIDE A PHASE-OUT MEETING WITH THE GOVERNMENT FOR FAMILIARIZATION PURPOSES. THE CONTRACTOR WILL ALSO BE REQUIRED TO ATTEND OTHER PHASE-OUT MEETINGS TO DISCUSS THE PLAN.  <b>FORMAT:</b> CONTRACTOR MAY PROPOSE FORMAT  <b>DUE DATE:</b> THE COSP IS DUE WITH THE SUBMISSION OF THE TECHNICAL PROPOSAL AND 6 MONTHS PRIOR TO CONTRACT EXPIRATION. (V.O.)						a. ADDRESSEE		b. COPIES	
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Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA, 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Issuing Contracting Officer for Contract/PR No. listed in Block E.							
A. CONTRACT LINE ITEM NO.		B. EXHIBIT		C. CATEGORY: TDP      TM      OTHER			
D. SYSTEM/ITEM			E. CONTRACT/PR NO.		F. CONTRACTOR		
15. DATA ITEM NO.  A0008		16. TITLE OF DATA ITEM  <b>Continuity of Operations Plan (COOP)</b>			3. SUBTITLE		
4. AUTHORITY (Data Acquisition Document No.) DFAS 8000.1R, PART H			5. CONTRACT REFERENCE		6. REQUIRING OFFICE		
7. DD 250 REQ		9. DIST STATEMENT REQUIRED	10. FREQUENCY <b>One time and updated as needed</b>	12. DATE OF FIRST SUBMISSION <b>DUE WITH SUBMISSION OF TECHNICAL PROPOSAL</b>		25. DISTRIBUTION  <b>One hard copy and one electronic copy delivered to the COR.</b>	
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION <b>30 DAYS AFTER CONTRACT AWARD</b>		a. ADDRESSEE		b. COPIES <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">Draft</div> <div style="width: 45%;">Final</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 45%;">Reg</div> <div style="width: 45%;">Repro</div> </div>
26. REMARKS:  THE CONTRACTOR SHALL DELIVER A DRAFT PLAN WITH SUBMISSION OF THE TECHNICAL PROPOSAL AND 30 DAYS AFTER CONTRACT AWARD. THE GOVERNMENT WILL REVIEW THE DRAFT AND RETURN COMMENTS TO THE CONTRACTOR 10 DAYS AFTER RECEIPT OF THE DRAFT. THE CONTRACTOR SHALL INCORPORATE THE CHANGES AND RETURN A FINAL REPORT 5 DAYS AFTER RECEIPT OF THE GOVERNMENT'S COMMENTS. THE DELIVERABLE IS DUE BEFORE THE END OF NORMAL BUSINESS OPERATING HOURS FOR THE GOVERNMENT.  REFERENCE SECTION C-1.7.5, CONTINUITY OF OPERATIONS PLAN AND SECTION L.5.  <b>CONTENT:</b> THE COOP PLAN MUST DESCRIBE BOTH OPERATIONS AND AIS SPECIFIC CONTINGENCIES AS DESCRIBED IN SECTION C-1.7.5. FORMAT GUIDELINES ARE DESCRIBED IN DoD 5200.28 AND DFAS 3020.26-R. A TEMPLATE IS FOUND IN THE DEFENSE MEGACENTER PROCEDURAL STANDARDS, VOLUME 10, SECTION 5, APPENDIX K WHERE VOLUME 10 REFERS TO CONTINGENCY MANAGEMENT, SECTION 5 REFERS TO THE CONTINGENCY MANAGEMENT MANUAL, AND APPENDIX K REFERS TO THE TEMPLATE, ITSELF.  <b>FORMAT:</b> FORMAT MUST MEET GUIDELINES SET FORTH IN THE AFOREMENTIONED REGULATIONS.  <b>DUE DATE:</b> THE CONTINUITY OF OPERATIONS PLAN IS DUE WITH SUBMISSION OF TECHNICAL PROPOSAL AND 30 DAYS AFTER CONTRACT AWARD.					15. TOTAL		
G. PREPARED BY			H. DATE		I. APPROVED BY		J. DATE

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A. CONTRACT LINE ITEM NO.		B. EXHIBIT		C. CATEGORY: TDP      TM      OTHER			
D. SYSTEM/ITEM			E. CONTRACT/PR NO.		F. CONTRACTOR		
17. DATA ITEM NO.  A0009		18. TITLE OF DATA ITEM  Monthly Status Report			3. SUBTITLE		
4. AUTHORITY (Data Acquisition Document No.)			5. CONTRACT REFERENCE		6. REQUIRING OFFICE		
7. DD 250 REQ		9. DIST STATEMENT REQUIRED	10. FREQUENCY  MONTHLY	12. DATE OF FIRST SUBMISSION  10 CALENDAR DAYS AFTER CONTRACT AWARD AND 10 CALENDAR DAYS AFTER THE 1 <sup>ST</sup> DAY OF EACH MONTH		27. DISTRIBUTION <b>One hard copy and one electronic copy delivered to the COR.</b>	
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION  10 CALENDAR DAYS AFTER THE 1 <sup>ST</sup> DAY OF EACH MONTH		a. ADDRESSEE		b. COPIES <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">Draft</div> <div style="width: 45%;">Final</div> </div> <div style="display: flex; justify-content: space-between; font-size: 0.7em;"> <div style="width: 45%;">Reg</div> <div style="width: 45%;">Repro</div> </div>
<b>28. REMARKS:</b> THE CONTRACTOR SHALL PROVIDE A DRAFT PLAN 10 CALENDAR DAYS AFTER CONTRACT AWARD. THE GOVERNMENT WILL REVIEW THE DRAFT AND RETURN COMMENTS TO THE CONTRACTOR 10 DAYS AFTER RECEIPT OF THE DRAFT. THE CONTRACTOR SHALL INCORPORATE THE CHANGES AND RETURN A FINAL REPORT 5 DAYS AFTER RECEIPT OF THE GOVERNMENT'S COMMENTS. THE DELIVERABLE IS DUE BEFORE THE END OF NORMAL BUSINESS OPERATING HOURS FOR THE GOVERNMENT.  REFERENCE SECTION C-1.7.7, MONTHLY STATUS REPORT.  <b>CONTENT:</b> THE PURPOSE OF THIS PLAN IS TO PROVIDE A WRITTEN COMMUNICATION TOOL BETWEEN THE CONTRACTOR AND THE GOVERNMENT REPRESENTATIVE (COR). PROVIDE THE COR WITH UPDATE ON CONTRACTOR'S PERFORMANCE FOR THE PRECEDING MONTH AND AID THE COR IN IDENTIFYING POTENTIAL PROBLEM AREAS. IN ADDITION, THE MONTHLY STATUS REPORT CAN PROVIDE A HISTORICAL RECORD OF CONTRACTOR CONCERNS AND ISSUES. THE MONTHLY STATUS REPORT SHALL CONTAIN: <ul style="list-style-type: none"> <li>STATUS OF WORK PERFORMED IN THE PREVIOUS PERIOD (E.G. FOR JUNE REPORT WORK COMPLETED BY MAY 31<sup>ST</sup>)</li> <li>PROBLEMS OR CONSTRAINTS ENCOUNTERED WHILE PERFORMING THIS WORK AND SUGGESTED SOLUTIONS</li> <li>PROPOSED INITIATIVES OR WAIVERS REQUIRING GOVERNMENT ACTION</li> <li>STATUS OF OPEN ITEMS FROM PREVIOUS REPORT</li> </ul> <b>FORMAT:</b> CONTRACTOR MAY PROPOSE FORMAT.				15. TOTAL			
G. PREPARED BY			H. DATE		I. APPROVED BY		J. DATE

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A. CONTRACT LINE ITEM NO.		B. EXHIBIT		C. CATEGORY: TDP    TM    OTHER				
D. SYSTEM/ITEM			E. CONTRACT/PR NO.		F. CONTRACTOR			
19. DATA ITEM NO. A00010		20. TITLE OF DATA ITEM Asset Protection Plan			3. SUBTITLE			
4. AUTHORITY (Data Acquisition Document No.)			5. CONTRACT REFERENCE		6. REQUIRING OFFICE			
7. DD 250 REQ		9. DIST STATEMENT REQUIRED		10. FREQUENCY One time upon award and maintained after award.		12. DATE OF FIRST SUBMISSION Draft Plan Due 15 days after Contract Award. Final Plan Due 60 days after Contract Award.		
8. APP CODE		11. AS OF DATE		13. DATE OF SUBSEQUENT SUBMISSION		29. DISTRIBUTION One hard copy and one electronic copy delivered to the COR.		
						b. COPIES		
						a. ADDRESSEE		
						Draft		
						Final		
						Reg		
						Repro		
<b>30. REMARKS:</b> THE CONTRACTOR SHALL DELIVER A DRAFT PLAN WITHIN 15 DAYS AFTER AWARD, AND THE GOVERNMENT WILL REVIEW THE DRAFT AND RETURN COMMENTS TO THE CONTRACTOR 7 DAYS AFTER RECEIPT OF THE DRAFT. AFTER RECEIPT OF THE GOVERNMENT'S COMMENTS, THE CONTRACTOR SHALL INCORPORATE THE CHANGES AND RETURN A FINAL REPORT WITHIN 60 DAYS OF CONTRACT AWARD DATE. THE DELIVERABLE IS DUE BEFORE THE END OF NORMAL BUSINESS OPERATING HOURS FOR THE GOVERNMENT.  REFERENCE SECTION C-1.7.6, ASSET PROTECTION PLAN.  <b>CONTENT:</b> THE ASSET PROTECTION PLAN SHALL DESCRIBE THE CONTRACTOR'S METHODS AND COUNTERMEASURES TO PROTECT AND SAFEGUARD RECORDS AND OTHER GOVERNMENT ASSETS FROM THEFT AND/OR DESTRUCTION.  <b>FORMAT:</b> CONTRACTOR MAY PROPOSE FORMAT.  <b>DUE DATE:</b> DRAFT PLAN DUE 15 DAYS AFTER CONTRACT AWARD AND FINAL DUE 60 CALENDAR DAYS AFTER CONTRACT AWARD						15. TOTAL		
G. PREPARED BY			H. DATE		I. APPROVED BY		J. DATE	

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A. CONTRACT LINE ITEM NO.		B. EXHIBIT		C. CATEGORY: TDP    TM    OTHER											
D. SYSTEM/ITEM			E. CONTRACT/PR NO.		F. CONTRACTOR										
21. DATA ITEM NO.  A00011	22. TITLE OF DATA ITEM  <b>Software Quality Assurance (SQA) Plan</b>			3. SUBTITLE											
4. AUTHORITY (Data Acquisition Document No.)			5. CONTRACT REFERENCE		6. REQUIRING OFFICE										
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY  <b>One time upon award and updated as requested</b>	12. DATE OF FIRST SUBMISSION  <b>Draft Plan Due 15 days after Contract Award Final Due 60 days after contract award</b>		31. DISTRIBUTION  <b>One hard copy and one electronic copy delivered to the COR.</b>										
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION		a. ADDRESSEE		b. COPIES <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Draft</td> <td colspan="2">Final</td> </tr> <tr> <td>Reg</td> <td></td> <td>Repro</td> <td></td> </tr> </table>	Draft		Final		Reg		Repro	
Draft		Final													
Reg		Repro													
<b>32. REMARKS:</b> THE CONTRACTOR SHALL DELIVER A DRAFT PLAN 15 DAYS AFTER AWARD, AND THE GOVERNMENT WILL REVIEW THE DRAFT AND RETURN COMMENTS TO THE CONTRACTOR 7 DAYS AFTER RECEIPT OF THE DRAFT. AFTER RECEIPT OF THE GOVERNMENT'S COMMENTS, THE CONTRACTOR SHALL INCORPORATE THE CHANGES AND RETURN A FINAL REPORT WITHIN 60 DAYS OF CONTRACT AWARD DATE. THE DELIVERABLE IS DUE BEFORE THE END OF NORMAL BUSINESS OPERATING HOURS FOR THE GOVERNMENT.  REFERENCE SECTION C-6.3.4, SOFTWARE QUALITY ASSURANCE (SQA) PLAN.  <b>CONTENT:</b> THE SOFTWARE QUALITY CONTROL PLAN SHALL ADDRESS METHODS FOR MEETING SOFTWARE STANDARDS AND COMPLYING WITH APPLICABLE REGULATIONS. THE SQA PLAN SHALL DESCRIBE ACTIVITIES REQUIRED FOR THE SECURITY ASSISTANCE ACCOUNTING AUTOMATED INFORMATION SYSTEM. THE PLAN SHALL INCLUDE THE FOLLOWING:  <ul style="list-style-type: none"> <li>A SCHEDULE OF ALL SQA ACTIVITIES</li> <li>THE DESCRIPTION OF THE PROJECT</li> <li>PRODUCT MODIFICATIONS</li> <li>PROCESS AUDITS</li> <li>DESCRIPTION OF OTHER RELEVANT SQA ACTIVITIES</li> </ul> <b>FORMAT:</b> CONTRACTOR MAY PROPOSE FORMAT.  <b>DUE DATE:</b> DRAFT DUE 15 DAYS AFTER CONTRACT AWARD AND FINAL DUE 60 CALENDAR DAYS AFTER CONTRACT AWARD															
					15. TOTAL										
G. PREPARED BY			H. DATE		I. APPROVED BY		J. DATE								

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